

-JOB POSTING NOTICE (EOE)-

CLOSING DATE: UNTIL FILLED

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT		STATE JOB CLASS: AA75	
PAY BAND/LEVEL: 04 E			
BAND: 04	SALARY RANGE	\$ 026139 - \$ 048361	SPECIAL INCENTIVE: NO
HIRING SALARY RANGE:	\$ 030582 - \$ 039471	SCEIS POSITION #:	61016594

DESCRIPTION OF DUTIES:

THIS POSITION IS LOCATED WITHIN SCDC PROCUREMENT DIVISION. INCUMBENT WILL CARRY OUT COMPLEX PROCUREMENT ACTIVITIES FOR ALL SOLICITATIONS TO INCLUDE OPENING AND TABULATING AS WELL AS PREPARING ALL INTENT TO AWARD AND AWARD STATEMENTS. PROVIDES A WIDE VARIETY OF ADMINISTRATIVE FUNCTIONS FOR ALL BUYERS IN THE PURCHASING DEPARTMENT. RESPONSIBLE FOR PROCESSING FUNDS RESERVATION IN SCEIS (SOUTH CAROLINA ENTERPRISE SYSTEM). RESPONSIBLE FOR UPDATING THE SOLICITATION CALENDAR AND TRACKING ALL SOLICITATIONS. RESPONSIBLE FOR TRACKING ALL MULTI-YEAR CONTRACTS AND NOTIFYING THE END USERS 120 DAYS PRIOR TO THEIR EXPIRATION DATE. PERFORMS OTHER RELATED DUTIES.

COMMENTS:

RESUME MUST BE SUBMITTED WITH APPLICATION